# THE WOODLANDS TOWNSHIP \* THE WOODLANDS, TEXAS 77381 2801 Technology Forest Blvd. \* 281-210-3973 \* Web site: www.thewoodlandstownship-tx.gov

		Legal description: Village Address:	geLotBlkSec	
		Owner:		
		Phone (Res):	(Day):	
2.1	Home Improvement-	Fax:	Other phone:	
	Incidental	E-mail:		
	Application Form			
		<b>Contractor Company N</b>	lame:	
		Contractor's Phone:		
		Contractor's Address:		
		Contractor's E-mail:		

#### **HOW TO APPLY**

- 1. Complete and sign this application (please reference the Compliance Deposit / Inspection Fee Schedule).
- 2. Attach a scaled copy of the property survey noting the location of the proposed improvement, also to scale. If the survey and/or drawings are greater than 11"x17" a digital copy must be submitted.
- 3. Provide drawings with dimensions of the proposed improvement in 1/4" or 1/8" scale.
- 4. Please reference The Woodlands Residential Development Standards at <u>www.thewoodlandstownship-tx.gov</u>, for sealed plan requirements.
- 5. All permits will be emailed. Homeowner email is required.
- 6. Visit our web site to check the posted agendas of the Plan Review Committee meetings at <a href="https://www.thewoodlandstownship-tx.gov">www.thewoodlandstownship-tx.gov</a>. Submission does not guarantee posting on the upcoming Agenda.

APPLICANT INFORMATION – PLEASE PROVIDE THE FOLLOWING:
Lot type (circle all that apply): Corner, cul-de-sac, interior, lake, golf course, border on major thoroughfare or greenbelt, other
Dwelling type (circle one): Single-family, patio home, townhome, condominium, other
If you are a patio home/town home or condominium, please specify the additional home owner's association Plans for these projects should be reviewed and an action taken by the sub home owner's association prior to review by the Plan Review Committees.
Are any trees over 6 inches in diameter as measured 2 feet from natural grade proposed for removal? (yes / no) If yes, how many? Please indicate the location of the trees on the property survey.
Will the proposed improvement be located within any easement or beyond any platted building lines? (yes / no)
Improvement Type (circle all that apply): Awnings, burglar alarms, doors, garage door, gutters & downspouts, roof stacks & vents, security bars, shutters, skylight, smoke detectors, solar collectors, storm doors, windows, window coverings, window screens, other
Describe the improvement, including the size, colors, and materials proposed:

2.1 Home Improvement – Incidental
Revised: January 23, 2014

#### **OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENT**

- 1. The information set out above and included with this Application is accurate and complete.
- 2. The improvements will be completed in accordance with the approved application.
- 3. The improvements will not affect existing surface water flows at the lot boundaries.
- 4. Agents or employees of The Woodlands Township have my permission to enter the property during normal business hours.
- 5. Construction is not to begin until approval has been received from the Plan Review Committee.

Owner understands that The Woodlands Township does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, The Development Standards Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

Owner Signature	 Date	Contractor Signature (optional)	 Date
, and the second			
NOTE: Co	nstruction must be comp	pleted within 120 days of Plan Approval	
	(For Offi	ice Use Only)	
Staff Approval Verification Date Int	Int		
Dute	<i>III</i> L		
Committee Action		Complemental Astion	
Committee Action(date		Supplemental Action(	 'date)
Approved Conditionally Approv Disapproved	Deferred ed Returned	Approved Conditionally Approved _	
		- <del></del>	

**2.1** Home Improvement – Incidental Revised: January 23, 2014

# Waiver and Release of Liability: Covenants and Easements

Improvements, including but not limited to swimming pools, associated walls, decking, spas, room additions, and summer kitchens may not be located within a covenant easement, additional easement, or beyond a platted building line. Any improvement constructed within an easement without the consent of the easement holder is subject to removal by that easement holder. Any action by the Plan Review Committees as established in the Residential Development Standards, only applies to the Covenant Easements. The owner must contact the additional entities for approval within an easement. Placement of the improvements is at the owner's risk. <u>ALL EASEMENTS</u>, including but not limited to Covenants and Center Point Energy Easements must be verified and reflected on application materials, which includes but is not limited to surveys. Any improvements must comply with all Covenants and Easements.

#### Homeowner/Contractor Checklist:

- Verify all Covenants and Easements applicable to your property.
- Ensure all Covenants and Easements are represented on your survey and associated materials.
- Clearly mark improvements in relation to the **Covenant Easement**.
- Clearly mark improvements in relation to the CenterPoint Energy Easement.
- Ensure all application materials accurately and completely account for these Covenants and Easements.

Owner understands that it is the duty of the owner and the owner's contractors, consultants, and/or agents to design and construct the proposed improvements according to applicable laws, code, and sound practices. In consideration of being able to propose residential improvements, Owner hereby releases, waives, discharges, covenants not to sue, and agrees to hold The Woodlands Township, The Plan Review Committees, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements and to indemnify the releasees and each of them from any loss, liability, damage, claim or demand, or cost on account of the proposed improvements.

Owner Signature	Date	Contractor Signature (optional)	Date

**2.1** Home Improvement – Incidental Revised: January 23, 2014

# **Refundable Compliance Deposit**

Owner:	Co	ntractor:			
Address:					
Legal Description: Village:		Lot	Block	Section	
The Owner agrees that monies deposit will not be refunded up Failure to meet these requirem deposit. Failure to request the will result in forfeiture of the e	nless the project has n nents may result in the required inspections	net all requirement forfeiture of the e	ts, including insp entire or portion	ections and conditions thereof, compliance	
Owner Signature		Contractor Sig	nature (optional	)	
Date Received: Cash	□ check □ #:	by: Staff Signa			
		_			
□ Check request	☐ Forfeiture	Reaso	n for refund and	or forfeiture:	
Pay to:		☐ Final Inspection Received			
		☐ App Withdrawn			
		□ Oth	er:		
Total Deposit Received \$		Description:			
Inspection Fee Paid Out \$		Department:			
Forfeiture Amount \$		Account Code:	: 100-2310		
Total To Be Refunded \$					
Reviewed by:		date			
Authorized by:		date			
Accounting Manager:		date			

# The Woodlands Township **Compliance Deposit Schedule**

Pools and snas	Home/garage	construction	garage conversion.	room addition	attic conversion	cahanas	etc *
ruuis allu spas,	noille/galage	: CONSULCTION,	garage conversion,	, room auumom,	attic conversion,	. cavanas,	eit.

**\$425** base compliance deposit

**\$75** for any additional improvements

Examples:

Pool \$425 + fire pit \$75 + pergola \$75 = \$575 total compliance deposit Room addition \$425 + attic conversion \$75 = \$500 total compliance deposit

## Patio covers, pergola/arbor with electric and/or attached to homes, gazebo, etc.\*

\$125 base compliance deposit

**\$75** for any additional improvements

### Examples:

Patio cover \$125 + summer kitchen \$75 + fireplace \$75 = \$275 total compliance deposit Pergola \$125 + fire pit \$75 = \$200 total compliance deposit

# Pergola/arbor with electric and not attached, fire pit, fireplace, summer kitchen, fountain, etc.\*

\$75 base compliance deposit

\$75 for any additional improvements

#### Examples:

Arbor \$75 + fountain/water feature \$75 = \$150 total compliance deposit Fire pit \$75 + summer kitchen \$75 + pizza oven \$75 = \$225 total compliance deposit

Additional applications requiring inspection, i.e. generators, pool barriers, air conditioning units, outdoor spiral staircases, motorized awnings, etc.\*

\$75 base compliance deposit

**\$75** for any additional improvements

Permit # \_\_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_ Revised: January 23, 2014

<sup>\*</sup>This list is not all inclusive. If you have questions on the required compliance deposit, please contact our office at 281-210-3973.